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1. PURPOSE

1.1. To foster a robust learning environment within the CRCA that emphasises continuous education, training and professional growth in safeguarding children and adults at risk. This policy ensures that personnel, volunteers, office bearers and safeguarding role holders are equipped with the knowledge, skills and tools necessary to uphold CRCA safeguarding standards.

2. BIBLICAL AND THEOLOGICAL BASIS

2.1. 2 Timothy 3:16-17 teaches that Scripture equips God's people for good works. In safeguarding, learning and training help the church act with wisdom, care and practical readiness.

2.2. Proverbs 1:5 encourages the wise to increase in learning. The CRCA therefore treats safeguarding training as an ongoing responsibility, not a once-only activity.

3. SCOPE

3.1. This policy applies to staff, volunteers, pastors, elders, office bearers, members of Session / Church Council, Safe Church Representatives, the Safe Church Administrator, Safe Church Unit, Safe Church Advisory Committee, and any person whose role requires safeguarding training.

3.2. This policy covers safeguarding learning and development programs, induction, refresher training, role-specific training, workshops, seminars, online learning, scenario-based learning and any training required by law or CRCA policy.

4. VALUES

4.1. The CRCA is committed to the following values so that the safety and well-being of all people remain at the forefront of decisions and actions.

4.1.1. **Scriptural teachings - upholding safety and dignity:** central to the Church's teaching is the call to embody love, mercy and justice. Colossians 3:17 calls all things to be done in the name of the Lord Jesus, and Luke 18:16 shows Jesus welcoming children and affirming their place in the kingdom. The responsibilities in this policy are therefore carried out in a way that honours the dignity, voice and safety of each person.

4.1.2. **Zero tolerance:** the CRCA has a zero-tolerance approach to abuse and harmful behaviour. The responsibilities in this policy must never be used to suppress, minimise or ignore concerns about safety, harm or abuse.

4.1.3. **Transparency and accountability:** the CRCA fosters a culture of openness, appropriate information sharing, feedback and accountable action.

4.1.4. **Shared responsibility:** safeguarding is everybody's responsibility and requires the participation of local churches, personnel, members and denominational safeguarding structures.

4.1.5. **Empowerment:** the CRCA supports people to understand their rights, speak up, raise concerns and contribute to the development of safer church environments.

4.1.6. **Integrity:** the CRCA fosters honest, ethical and respectful engagement at all levels of church life.

5. DEFINITIONS

5.1. Terms defined in the National Safeguarding Policy apply to this policy unless this section gives a more specific operational meaning.

5.2. **Safeguarding formation** means learning that builds understanding, judgement, conduct and practice consistent with CRCA safeguarding commitments and Christian responsibility for protection and care.

5.3. **Mandatory training** means safeguarding training that must be completed by a person because of their role, responsibility, level of contact, governance function or policy requirement.

5.4. **Role-based training** means training matched to the safeguarding responsibilities and risk profile of a specific role or function.

5.5. **Refresher training** means repeated or updated learning required to maintain safeguarding knowledge, recognise changed expectations, and reinforce safe practice.

5.6. **Competency** means the demonstrated knowledge, skill, conduct and judgement needed to carry out a safeguarding responsibility safely and appropriately.

5.7. **Training record** means an authorised record showing assigned training, completion, date, renewal requirement, role category and any follow-up required.

5.8. **Learning completion** means the person has completed the required training or formation activity to the standard required for their role.

5.9. **Learning pathway** means the sequence of induction, mandatory, role-based, refresher and specialist learning required for a person or role group.

6. POLICY

6.1. **Continuous learning commitment:** the CRCA recognises safeguarding as an evolving discipline and commits to regular updates and training that include both theoretical and practical elements.

6.2. **Holistic curriculum:** safeguarding training covers the knowledge, skills and judgement required to identify concerns, respond appropriately, report lawfully, maintain boundaries, handle information and support people safely.

6.3. **Minimum content for safeguarding training:** training delivered under this policy includes, as a minimum, the Code of Conduct; recognising and responding to concerns about children and adults at risk; mandatory reporting and Reportable Conduct Scheme obligations; complaints and whistleblower pathways; safe practice with online tools and social media; cultural safety; disability, CALD and accessibility; safe boundaries; and confidentiality and information-sharing limits.

6.4. **Enhanced training for office bearers and pastoral roles:** office bearers and people who hold pastoral or governance authority complete additional training appropriate to their role, including Church Order responsibilities, pastoral conversations, limits of confidentiality, statutory reporting obligations.

6.5. **Volunteers and group leaders:** volunteers, small-group leaders, youth leaders and any other person in a role with direct or supervised contact with children, young people or adults at risk complete safeguarding training appropriate to their role before commencing that role and refresh that training on the required cycle.

6.6. **Quality assurance:** training content is reviewed against current safeguarding practice, legislative developments, National Principles and CRCA theological coherence. External safeguarding or theological expertise may be used where appropriate.

6.7. **Completion tracking:** completion of required training is recorded and monitored. Non-completion triggers follow-up and may result in temporary restriction from scope-affected duties until training is completed.

7. PROCEDURES

7.1. **Needs analysis:** the Safe Church Advisory Committee oversees the safeguarding training framework and reviews incident trends, feedback, audit findings, legal changes and safeguarding practice to identify learning needs. The Safe Church Administrator provides administrative support, training records and delivery information. The Safe Church Unit may provide safeguarding response insights where learning needs arise from complaints, disclosures, statutory pathways or high-risk matters.

7.2. **Curriculum development:** safeguarding training material is developed, sourced or endorsed so that it remains current, accessible, theologically coherent and suitable for the audience. The Safe Church Advisory Committee oversees the training framework and content standards. The Safe Church Administrator supports curriculum administration, delivery logistics, records and approved training

resources. The Safe Church Unit may provide subject-matter input on safeguarding response pathways, complaints, reporting and escalation practice. Local churches may add content relevant to their context, provided it does not weaken CRCA safeguarding requirements.

7.3. **Training delivery:** training may be delivered face-to-face, online, hybrid or through supervised practical learning. Induction training is provided for new personnel and volunteers in scope, and refresher training is provided at the required interval.

7.4. **Jurisdiction-specific training:** where State or Territory law requires specific child-safe training or mandatory reporting training for religious ministry personnel or other roles, people in scope complete that training within the timeframe required by law.

7.5. **Evaluation and feedback:** training sessions include opportunities for feedback. Scenario-based assessment or practical discussion may be used to test understanding of safeguarding responsibilities.

7.6. **Documentation:** attendance, completion, assessment outcomes and training feedback are recorded in the training system administered by the Safe Church Administrator. The Session / Church Council remains responsible for ensuring that local personnel and volunteers complete required training and for following up local non-completion.

7.7. **Escalation of non-completion:** where required training is not completed by the due date, the Safe Church Representative or local leadership follows up. Persistent non-completion is escalated to the Session / Church Council and may result in restriction from relevant ministry or safeguarding duties until training is completed.

8. ROLES AND RESPONSIBILITIES

8.1. Role definitions used in this policy are consistent across the CRCA policy suite.

8.2. **Session / Church Council:** promotes and reinforces safeguarding learning locally; ensures personnel and volunteers have the opportunity and expectation to complete required training; follows up local non-completion; and receives escalation where local training obligations are unresolved.

8.3. **Safe Church Representative:** supports local training awareness, reminds in-scope personnel and volunteers of training requirements, assists with local follow-up, and connects with the Safe Church Administrator where records or completion status need to be checked.

8.4. **Safe Church Administrator:** administers the training system; maintains training records, completion registers, approved training resources and delivery records; supports communication of training requirements; issues reminders or reports where appropriate; and provides administrative support for training implementation.

8.5. **Safe Church Unit:** provides safeguarding response advice and subject-matter input where training content, response pathways, complaints, disclosures, statutory reporting, Reportable Conduct Scheme matters, Police interaction or escalation practice require operational insight.

8.6. **Safe Church Advisory Committee:** holds governance, quality-assurance and oversight responsibility for the safeguarding training framework, including curriculum content standards, delivery expectations and review cycle.

8.7. **Personnel and members:** attend mandatory sessions, participate actively, apply learning in their roles and provide feedback to improve training.

9. BREACHES

9.1. Breach of this policy, including failure to complete required training, refusal to participate in mandatory safeguarding learning, or failure to apply required safeguarding training, may result in action under the Disciplinary and Breach Response Policy. Responses may include mandatory retraining, role review, temporary restriction from duties or other disciplinary action.

10. RELATED POLICIES

10.1. National Safeguarding Policy. Safeguarding Governance and Leadership Policy. Code of Conduct. Disciplinary and Breach Response Policy. Complaints Handling Policy. HR / Recruitment Policy. Continuous Quality Improvement Policy. Internet Usage Policy. Social Media Policy. Information Sharing and Record Keeping Policy. Privacy Policy.

11. MONITORING AND REVIEW

11.1. This policy is reviewed every three years, or earlier where required by legislative change, regulator guidance, audit findings, serious incidents, a substantiated complaint, material safeguarding risk, or a decision of the Safe Church Advisory Committee. Feedback on this policy may be sent to the Safe Church Unit at scu@crca.org.au at any time.

External framework reference: National Principles for Child Safe Organisations.

Document	Control	History			
Version	Approval date	Effective date	Approved by	Author or review lead	Summary of changes
0.1	16/09/2025	16/09/2025	Not approved	Align Safeguarding	Initial consultation draft.
0.2	09/07/2026	09/07/2026	SCAC	Align Safeguarding	Statuary updates
0.3	28/07/2026	28/07/2026	SCAC (SIC)	Align Safeguarding	SCAC feedback
1.0	16/09/2026	16/09/2026	SCAC (SIC)	Align Safeguarding	First approved issue.